

## Meeting Minutes

<b>Subject</b>	Pipeline Regional Community Consultative Committee – Dinner Meeting	<b>Date</b>	Monday 28 November 2011 –
<b>Venue</b>	Theodore Hotel Motel – Meeting room	<b>Time (Start/Finish)</b>	5.30pm for a 6.00pm start – 8.15pm
<b>Chairperson</b>	Cr Warren Middleton	<b>Recorded by</b>	Andi Horsburgh
<b>Attendees</b>	Keith Shoecraft (KS) Community , Cr Ian Staines (IS) WDRC , Vaughn Becker (VB) BSC , Richard Cox (RC) Community , Daphne Donner (DD) Community , Doug Adams (DA) Community, Michael Ball (MB) BSC, Graeme Hogarth (GH) APLNG, Daniel Holm (DH) APLNG , Mark Barrows (MB) APLNG , Judy Green (JG) APLNG , Andi Horsburgh (AH) APLNG (OE)		
<b>Apologies</b>	Fleur Anderson, Paul Chiles		

### 1. Agenda Topics

<b>Item 1</b>	Meeting Opens
Discussion	<p>WM opened the meeting and introduced himself as facilitator in the absence of Fleur Anderson. Roundtable introductions of members and AP LNG representatives followed. Apologies were noted.</p> <p>Two new members were introduced to the Committee: Vaughn Becker (BSC), and Doug Adams (local business owner and Taroom District Development Association member).</p> <p>JG noted the departure of William Sanderson from the committee. Enterprise Biloela will be represented by WM at future meetings.</p> <p>Members endorsed Fleur Anderson as committee facilitator. In the absence of Fleur, a council representative will assume the facilitator role.</p>

<b>Item 2</b>	Safety Moment
Discussion	GH discussed the importance of pipeline integrity management and the testing processes involved to ensure safety.

<b>Item 3</b>	Confirmation of Minutes and Actions from August Meeting
Discussion	<p>WM asked all members to adopt and endorse the 22 August meeting minutes.</p> <p>DH and JG provided an update on action items arising from the August meeting:</p> <p><b>Local Content</b> - In the August meeting the committee queried where meat is sourced from to supply Origin's Spring Gully camp. DH informed members meat currently came from Brisbane, supplemented by local suppliers when needed. Local butchers were approached, but did not have the capacity to supply the large quantities of meat required by the camp without impacting on the local market. GH acknowledged that 8 vehicles</p>

	<p>had recently been supplied by a local business to the project.</p> <p>The committee acknowledged supply constraints for use of local providers and business for large contracts but also encouraged APLNG to maintain all reasonable opportunities for local content and work with local businesses to enable them to supply goods and services.</p> <p>MB noted that local procurement is a component of the tender evaluation process for sub-contractors</p> <p><b>Access to industry sites through the Council webpage</b> – JG requested advice from the committee as to the best contact within BSC for this and if committee Council members thought it would be possible.</p> <p>VB suggested the CEO and cc himself.</p> <p><b>Road Inspection</b> – WM noted this will be addressed in Item 7</p> <p><b>Requested Agenda Items</b> – WM noted Traffic will be addressed in Item 7 and Weed and Pest Management will be addressed in Item 8</p> <p>GH advised Weed and Pest Management will include wash down facilities.</p> <p>Minutes from the 22 August meeting were adopted by the committee.</p>
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Action Item	Person Responsible	Deadline
Email BSC to investigate the potential for links to industry websites through the Councils page	Judy Green	17 December 2011

<b>Item 4</b>	Endorsement of Terms of Reference
Discussion	<p>DH identified changes to the Draft ToR's since the last meeting and highlighted the key points of the document.</p> <p>WM asked the committee if they had any feedback on the ToR's.</p> <p>VB committee member suggested the wording of paragraph 10 be changed to reflect that if a member resigns from a position the effective date will be the date the resignation is received by APLNG</p> <p>IS queried number 4 regarding committee membership of local Council. He noted that Western Downs Regional Council was not included and it was explained that as the project was linear a community representative from the Wandoan area would be included on the committee</p> <p>WM asked the committee to endorse the ToR's with the proposed amendments. Motion was moved by VB and seconded by KS . The ToR's were adopted by the committee.</p>

Action Item	Person Responsible	Deadline
Change the wording of paragraph 10 in the ToR's to reflect VB comments	Daniel Holm	Next meeting

Item 5	Community Queries and Feedback
Discussion	<p>DH proposed a roundtable discussion where each member can voice their feedback, questions and comments on the APLNG Project. This will be a regular feature on the agenda if the committee were interested.</p> <p>The committee were open to this idea.</p> <p>A committee member noted that the community were interested to see what activities were expected and timeframes for activities. . There was no real concern at this point in time. However once traffic movements commenced the member expected there would be some concern due to the large number of traffic movements.</p> <p>A member commented that the community want more specific information regarding traffic routes. They are interested in project timelines and the location of workers camps. The member was interested to hear what traffic would be coming from the south; he noted there had been a lack of discussion or Traffic Management Plans for the southern roads.</p> <p>GH confirmed the project will be using the southern roads. The recent focus for the project has been on local road use around Callide as the project doesn't plan on using the southern roads until later next year.</p> <p>The member stated the southern roads were the least capable of handling large truck movements.</p> <p>GH acknowledged the comment. This was on APLNG's radar and there are plans to talk to Council soon regarding this. Focus to date had been on Callide due to project timeframes. GH queried the member's earlier comment regarding community interest in camp locations. He noted the project recently undertook a series of public information sessions on this, but attendance was low and the message does not seem to be getting out to the community.</p> <p>A committee member commented that they were also disappointed at the turn out to these sessions. Small numbers might reflect the fact that the community prefer one-on-one engagement, that's the culture of the region. Members acknowledged that information is a key issue.</p> <p>DH asked the committee for suggestions on how we can get our information out to the community. The committee provided the following suggestions:</p> <ul style="list-style-type: none"> <li>• Attend local shows and events</li> <li>• Run a regular article in the local paper</li> <li>• Consider a blend of one-on-one meetings and information sessions</li> <li>• Static displays ( for example at local libraries)</li> <li>• Presentations to the local chamber of commerce</li> </ul> <p>GH committed to providing information displays in local towns.</p> <p>JG she will would investigate these options and implement them as part of the consultation planned in the New Year.</p> <p>The committee also noted they were interested in more specific inform regarding the pipeline corridor. Some of the information is general and not to accurate scale.</p>

Action Item	Person Responsible	Deadline
Follow up on alternative engagement methods suggested by the committee	Judy Green	Next meeting
Provide Pipeline project info packs	Judy Green	Next meeting

Item 6	Project Update
Discussion	<p>GH provided an update on the Australia Pacific LNG Project:</p> <ul style="list-style-type: none"> <li>• Heads of Agreement with Kansai Electric – 17 November</li> <li>• First shipment of pipe to Gladstone – expected January</li> <li>• Pipe will start moving down to Miles – beginning of February</li> <li>• Callide rail siding – complete</li> <li>• Work has commenced on Callide laydown area</li> <li>• Welding of pipe in the southern end of the project – expected in June 2012</li> <li>• Clearing will commence in April</li> <li>• Currently looking for shopfront locations in Biloela</li> <li>• Upcoming consultation session in Mt Larcom</li> <li>• Location of camp has been approved</li> </ul> <p>JG to email camp map to members.</p> <p>VB requested the map show shire boundaries. JG confirmed it did.</p> <p>A committee member reiterated concern for southern roads and suggested Sawpit Lane as an alternate route past Taroom. This section of road will need some work – black soil road.</p> <p>GH noted there would be 40 – 50 Pipe truck movements per day on the state road, he acknowledged SilpitSawpit Lane and that it will be added to the investigation list.</p> <p>A member queried the 40 movements and the duration of this traffic.</p> <p>GH answered it would be approximately 40 each way for 3-6 months.</p> <p>GH provided an update on the Traffic Management Plans and road usage.</p>

Action Item	Person Responsible	Deadline
Email members a copy of project map with camp locations	Judy Green	Next meeting
Investigate the potential to use Sawpit Lane	Mark Barrows	Next meeting

Item 7	Traffic Management
Discussion	<p>MB provided an update from the Traffic Management Sub-group road inspection, which convened on the 26 September. Attendee's toured Cracow Road, heavy vehicle bypass in Theodore, continued along Eidsvold – Theodore Road through Cracow to the intersection with Defence Road, with discussion along the way.</p> <p>Members were provided with the minutes from this meeting.</p>

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	<p>VB queried how definite the Defence Road Route is, because residents along that road have expressed some concern to him. The committee members suggested engaging further with residents along the road to allay concerns.</p> <p>MB noted it is the projects base case. GH and JG to meet with member separately to discuss concerns.</p> <p>GH noted the project has made quite a bit of progress over the past three months in traffic management, developing Road Impact Assessment, Road Use Management Plans and Road Infrastructure Agreements for the project.</p>
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Action Item	Person Responsible	Deadline
Provide further information to residents along Defence Road	Judy Green	Next meeting

<b>Item 8</b>	<b>Weed and Pest Management</b>
Discussion	<p>JG provided an overview of APLNG’s weed management, including the following key points:</p> <ul style="list-style-type: none"> <li>• Baseline weed survey’s are undertaken prior to any land disturbance commencing in that area</li> <li>• Six semi permanent wash downs to be constructed at designated laydowns, camps and some locations along the ROW</li> <li>• Temporary/ mobile wash down units will be utilised at entry of ‘high risk’ areas</li> <li>• Limited use of existing public wash down facilities</li> <li>• APLNG has MOU’s with the Western Downs and Banana Shire Councils for washdown facility and upgrades.</li> </ul> <p>A committee member queried the water disposal process for the temporary washdowns</p> <p>JG stated water is stored in sump areas after filtration. The retention time is such that all seeds will be sterlised. The sump areas are monitored for weed outbreaks.</p> <p>The member noted he was concerned that water is disposed of through the sewerage system which spreads weed seeds.</p> <p>JG noted vehicles are fitted with IVMS, which tracks the areas vehicles operate in. She explained that Origin has a 30 year history in the gas fields area and is very aware of the issues around weed management and have developed good codes or practice in conjunction with landowners and environmental agencies. and</p>

<b>Item 9</b>	Grievance and Complaint Procedure
Discussion	<p>DH provided the committee with an overview of APLNG's commitments and processes associated with managing complaints. He encouraged members of the community to contact the project if they have any concerns and provided the details of current avenues available.</p> <p>Committee confirmed they were happy with the existing avenues.</p> <p>DH noted APLNG will be looking at promoting these avenues broadly through the Shire in the coming months and requested input from the committee on the best methods to achieve this.</p> <p>The committee noted these would be similar to the several methods suggested earlier (Item 5). Again it was suggested the use of school newsletters.</p>

<b>Item 10</b>	Community Investment
Discussion	<p>DH presented an overview of the APLNG Community Investment Strategy</p> <p>DH described APLNG's process for evaluating community requests, using some recent applications as examples. The committee was asked to provide their view on the applications.</p> <p>A committee member asked how to submit projects for funding to APLNG.</p> <p>Members were advised to submit projects to JG. They will be presented to the committee for input and APLNG will then make a decision on the project.</p> <p>A committee member suggested an online application for would be useful. JG advised an application form was available on the website but it wasn't interactive.</p> <p>DH asked the committee if they had any ideas for projects or areas of community need in addition to the presented projects.</p> <p>A member stated that Council's Community Plan identifies areas of social infrastructure need in the community which should guide investment.</p>

<b>Item 11</b>	Meeting Close
Discussion	<p>WM asked the committee if there were any final questions.</p> <p>A member asked in traffic movements were just during daylight hours or 24 hours.</p> <p>GH noted they were only during daylight hours.</p> <p>Members were asked to consider four potential meeting dates for 2012 and note them tentatively in their schedules. GH suggested an additional meeting be added to in February as there would be quite a bit of project activity early in the year.</p>

	Members agreed on the additional meeting, confirming five meetings for 2012.
Conclusion	WM closed the meeting at 8:15pm

## 2. Next Meeting

<b>Date</b>	13 February 2011
<b>Time</b>	5.30pm for 6.00pm
<b>Venue</b>	Theodore Hotel Motel
<b>Chairperson</b>	Fleur Anderson